



NOTICE OF THE CONSULTANCY POSITION OF AHEAD PROJECT

FACULTY OF MANAGEMENT AND FINANCE

UNIVERSITY OF RUHUNA

Applications are invited from dynamic, enthusiastic, and self-motivated candidates for the following position of AHEAD Project at the Faculty of Management and Finance, University of Ruhuna.

CONSULTANT ON DESIGN, DEVELOPMENT AND INSTALLATION OF EXAMINATIONS MANAGEMENT INFORMATION SYSTEM (EMIS)

OBJECTIVE

Develop, implement operationalize and maintain a user-friendly, interactive, web-based computerized Examinations Management Information System (EMIS) for functioning all Faculty examination activities.

SCOPE OF THE CONSULTANCY

The overall scope of the consultancy is to provide all sorts of support that is required to establish a fully functional EMIS which provides effective and efficient collection, integration, processing, maintenance and dissemination of data and information to support decision making, planning, policy analysis, monitoring and evaluation in relation to the students assessment system of the BBA degree programme of Faculty of Management and Finance. The incumbent will be responsible for needs assessment, analysis, designing, establishment and maintenance of the EMIS as well as training the end-users in using the system.

REQUIRED QUALIFICATIONS & EXPERIENCE

- Bachelor's degree or higher in Computer Science, Information Technology or equivalence from a recognized university; consideration may be given to alternative qualifications with 10+ years' experience and demonstrated performance track-record.
- At least ten (10) years working experience, in developing web-based Management Information System (Samples of developed products should be provided)
- Proven organization skills and ability to manage competing time demands for multiple projects within given timeframes.
- Experience in conducting technical training sessions for professionals.

REQUIRED PROFESSIONAL COMPETENCIES

- Strong background and/or recognized professional experience and status in design and development of Management Information Systems.
- Ability to work in partnership with and train staff in the operation of the information systems to ensure sustainability.
- Ability to interact with administrative staff in the university, project coordinator, and activity coordinator.
- Ability to function effectively in a team environment inspiring trust and cooperation of other team members.
- Strong communication, negotiating skills and good interpersonal relations.
- High level of proficiency in written and spoken English.



KEY TASKS AND RELATED ACTIVITIES

Key Task	Required Deliverable	Time frame (after signing the contract)
1. Detailed requirement analysis	Detailed requirement analysis and work plan for the setting up of the EMIS	02 weeks (week 1- week 2)
2. Proposal of the design and technical solution	Development plan and technical solution for EMIS (EMIS system design and architecture)	04 weeks (week 3- week 6)
3. Development and implementation of the EMIS	A series of pilot EMIS versions A detail technical report on the operations of EMIS Progress reports of the assignment	10 weeks (week 7 – week 16)
4. Submission of the refined final version of the software	Supply and installation of finalized version of EMIS Progress reports of the assignment	05 weeks (week 17 – week 21)
5. Submission of the user manuals, training materials and completion of training	user manuals training materials User training Overall progress reports of the assignment	03 weeks (week 22 – week 24)
6. After service and maintenance	Progress report on service and maintenance within the period. (progress report should be submitted for each six months)	12 Months

DURATION OF THE ASSIGNMENT

The contract will run for 18 months from the date of signing the contract.

MODE OF PAYMENT

Payment will be done for each task after completion.

Interested candidates must submit their curriculum vitae along with copies of their Birth Certificate, Educational Certificates and any other relevant certificates together with a Referee Report to reach the Project Coordinator, AHEAD Project, Faculty of Management and Finance, University of Ruhuna, Matara on or before 16th October 2020.

A candidate who satisfy the mentioned criteria will be selected, and the decision of the coordinator in this regard shall be final and conclusive.

Rohan Laksiri
Project Coordinator,
AHEAD Project,
Faculty of Management and Finance
02nd October 2020